

~~CONFIDENTIAL~~

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LOGISTICS

SUPPLY

PROCUREMENT AND USE OF FILING CABINETS

1. This notice establishes conditions under which the Logistics Office will meet Agency requirements for letter-or legal-size filing cabinets, including combination-lock safe cabinets.

2. All requisitions for letter-and legal-size filing cabinets will be routed through the appropriate Area Records Officer who will be responsible for entering and signing the following certification on the requisition:

This certifies that this office has complied with the utilization provisions of Agency Notice [] Procurement and Use of Filing Cabinets..

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Area Records Officer, (Component)

3. Before requesting additional cabinets, each component shall survey all cabinets in its possession and will effect maximum utilization through:

- a. Transfer of inactive records to the Agency Records Center.
- b. Disposal of records in accordance with schedules which have been reviewed by the Records Management Division, Management Staff. ~~The review by the Records Management Division includes securing approval by Congress where applicable.~~
- c. Removal of office supplies, unclassified publications, and other nonrecord material from filing cabinets.
- d. Use of letter-size cabinets when legal-size material comprises less than 20 percent of the material to be filed therein.
- e. Centralization of files in vault areas, where feasible, to permit use of cabinets without locks instead of safe-type cabinets.

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4. When a requirement is to be filled, available stocks of suitable used or reconditioned filing cabinets will be utilized. Cabinets of varying numbers of drawers may be issued on the basis of the total number of drawers ordered, and all finishes will be considered interchangeable. Notice of the intent to substitute will be given prior to delivery.

5. Excess cabinets developed as a result of the survey prescribed in paragraph 3 above are to be immediately reported to the Building Supply Office for disposition and return to stock.

6. Agency procurement of safe-type cabinets has been temporarily suspended awaiting approval by an interdepartmental committee of a more secure cabinet, and at the present time the Agency supply of cabinets is critically low. It is necessary at present, therefore, to fill a request only where the need is urgent. The procedures outlined in this notice as standard procedures should be put into practice immediately and be followed most carefully at this time.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE
Deputy Director
(Administration)

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